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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director/CR

DATE: 1 December 1961

FROM : Chief, Machine Division/CR

SUBJECT: CUBIE Subcommittee on Classification

The current project for the re-issue of the ISC has been established as a machine-supported program by utilizing the facilities of MD/CR. The content of the ISC, once prepared for machine input, becomes available for any further machine application not only on present equipment, but for other data processing equipment.

The investment of effort required to establish the input file should be protected by a maintenance program which would keep that file current at all times. Minor additions and corrections will be necessary as subject indexing is adjusted to reflect new material and techniques.

In the preparation and maintenance of a machine-supported project intended for periodic publication there are certain considerations of importance to the Machine Division. Such matters as notation, format, clarity of language combined with economy of space, all will benefit from MD participation in the first instance, rather than after all decisions have been made.

As a convenient means of keeping active MD participation in the current and accurate maintenance program, I suggest that a place on the classification subcommittee be assigned to MD, and that [redacted] be named as the member.

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To: Chief, Document Division

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STATINTL I agree with the recommendations in the last paragraph. Would you please include [redacted] in your notes and actions of the Subcommittee?

UDD/AL

4 Dec 1961